



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

California Institute for Regenerative Medicine (CIRM)

Executive Assistant to the Chair

CIRM, which was established as a result of the passage of Proposition 71, the California Stem Cell and Cures Initiative, will provide \$3 billion over ten years in grants and loans to California research institutions for research on stem cells.

We seek an Executive Assistant to support the Chair and other senior staff, as required. Incumbent will act as primary contact person for Chair and will be responsible for taking initiative to ensure the smooth running of the Chair's day to day work. Incumbent will manage sensitive information with discretion and communicate with leaders of outside organizations and educational institutions discreetly. Incumbent will coordinate and maintain calendar including scheduling appointments and preparing and/or obtaining information needed for discussion, and distribution. Incumbent will draft, format, type, and proofread correspondence, reports, spreadsheets, charts, and other written documents and materials.

Qualifications: Bachelors degree and four years of executive assistant experience supporting high level leaders or an equivalent combination of education and experience. Ability to act independently, exercise diplomacy and maintain confidentiality when handling sensitive matters for the President and other senior officers; exceptional oral and written communication and editing skills; demonstrated problem-solving and excellent organizational skills; computer skills including MS Word, Excel, PowerPoint, and MS Outlook. Ability to work in a rapidly changing environment with continuously evolving priorities and responsibilities under tight deadlines; ability to work well in a team environment.

Preferred Qualifications: Experience with scientific organizations, biotech, academic or patient advocacy groups.

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs> to:

CIRM Search, P.O. Box 99740 Emeryville, CA 94662-9740 or jobs@cirm.ca.gov.

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.



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